

LETTER OF AUTHORITY
CITY LAW PRACTICE
SOLICITORS & ADVOCATES
133 Soho Hill, Main Soho Road (Hockley)
Birmingham B19 1AT
Authorised & Regulated by SRA No: 618252

File Reference No:

I,

DOB:

NATIONALITY:

RE:

Hereby authorise **City Law Practice Solicitors & Advocates** to act on my behalf.
 I request that all documents and information requested by my representative is forwarded directly to them.

The following list denotes those people that I authorise my representative to liaise with:
 Please Put **(X)** for relevant Area of Law:

Member of Parliament	
Immigration Services /Immigration Tribunal (IAC) /Any relevant Embassy for Visa purposes	
Social Services Department/Housing Department	
Department for work and Pensions (DWP)	
Local Authority / Landlord & Tenant Disputes / Eviction	
General Practitioner/Hospital	
Property / Conveyancing Matter	
Her Majesty's Court & Tribunal Services	
Third Party Solicitors	
One Off Consultation	
Family / Children Matter	
Wills / Probate	
Family / Children Matter	
Civil / Family Court Proceedings	
Employment Matter	
Litigations	
Transfer of File / Transfer of Legal Matter	
Any other party (Individual or organization) relevant for the purpose of my matter	

SIGNATURE:

DATE:

Please write all in CAPITAL LETTER

Full address: _____

Contact Number: _____

Email address: _____

- Have you provided and disclosed all information about your passport?
- Have you changed your name ever or known by any other name?
- Have you changed your address in last 12 months? If yes, please provide previous address.

Privacy Notice to Clients:

How we use your information

We will collect information about you and keep this on our computers, in our email, in cloud storage and on paper for a certain period. The main reasons for this are to:

- deliver the legal services we have agreed in contract to provide to you. For example, we may use your information to write letters on your behalf or prepare legal documents to help you with your matter.
- comply with the law. For example, as solicitors we must perform 'conflicts of interest' checks for new cases against a list of current and former clients. We also have a legal duty to report suspicious activity to the **National Crime Agency ('NCA')** if we suspect money laundering.

In some cases, we may hold more 'sensitive' information about you such as about health. This will often be necessary to pursue your legal matter. **However, by agreeing to work with us for your legal matter you are also agreeing to us using your information in this way.** You can withdraw consent to your information being used in a particular way, but this may limit what more we can do for you (if anything).

As a client we may also in the future send you a newsletter or similar and find that most clients find this helpful. We rely upon the 'legitimate interest' we have in maintaining contact with former clients to do this in data protection law and your agreement for the purposes of the **Privacy & Electronic Communications Regulations (which can be implied under these Regulations)**. However, we will never share your information with third parties to market to you and will not contact you about non-legal services. We will make it quick and easy to 'opt out' of future communications in every communication sent. If you already know that you do not want to receive these messages, then you can opt out now by emailing us.

Your information may be kept on computer servers within the European Union. If at any point information is stored on computer servers outside of the EU, we have selected countries which are either approved for this purpose **(under Article 45 of the General Data Protection**

Regulation or 'GDPR') or are located where we are happy that the safeguards in place in that country to protect your information are appropriate (**under Article 45 of the GDPR**). We do not use your personal information to make 'automated decisions' which affect you.

Will you share my information with anyone else?

Generally speaking, we will not share your information with third parties unless this is part of the work on your legal matter. For example, we may need to send certain information about you to other lawyers, Counsels working on the case, to Court or to government bodies such as the Land Registry. In rare circumstances we sometimes need to make reports of suspicious activity to the **NCA**. We do also work with some trusted contractors or consultants who may have access to your information such as service providers or copiers. All contractors have a contract with us which requires that your information be accessed appropriately and kept confidential (among other GDPR requirements).

How long will you keep my information?

Generally speaking, files are destroyed after [6/7/8/12] years. Certain original documents or files may need to be kept longer if there is a big risk of destroying something which is needed. We will also always keep a small amount of information after file closure to do conflicts of interest searches in the future to comply with our professional duties.

Can I see what information you hold about me?

We do normally have a right to payment of any outstanding costs before releasing a whole file, but you do have a separate right under the GDPR to access your 'personal data' without charge. This may include having it in a particular electronic format ('portable' format). Please contact the Head of Commercial Property on the details provided in the covering letter if you would like to request a copy of your personal data.

What if I have other questions or concerns?

Our general contact details are set out in our covering letter. If you.

- wish to complain about how your personal data is being used.
- wish to request that our records about your personal information be corrected or deleted.

If you have a complaint about how your personal information is being used which we have not been able to address, please note that you may be able to make a complaint to the **Information Commissioner's Office (ICO)** directly.

CITY LAW PRACTICE
SOLICITORS & ADVOCATES

Terms and Conditions

City Law Practice Solicitors & Advocates

133 Soho Hill, Hockley, Birmingham, B19 1AT

The Firm “*City Law Practice Solicitors & Advocates.*”

The “*Client*” any person or Business who purchases services from the Firm.

It is important to acknowledge that a Client has an exclusive relationship with the Firm and the Firm is obliged to act in the best interest of the Client. Nevertheless, no employee of the Firm has personal liability for the work constructed on behalf of the Client. There is no Legal liability for the members of staff of the Firm, including tort or negligence. If a consultant of the Firm has signed a letter on behalf of the Client, it does not mean they are personally liable for the outcome.

At City Law and Practice, we aspire to offer the best advice according to the Client’s needs. We are committed to providing any advice or services without prejudice or personal interests. We take a certain approach when dealing with Clients situation.

- Take instructions regarding your matter.
- Explain Clients Legal position.
- Explain the suitable options available to the Client.
- To explain the Legal work which has to be carried out on behalf of the Client.
- Explain the estimated Legal costs.
- Any financial risks you might face due to the steps which you instruct us to take.
- To explain the prospect of success.
- To keep you updated with your Legal work.
- To deal with your matter according to the guidelines set by the Solicitors Accounts Rules 1998 (SRA).

In order for our team to deal with your matter as efficiently and professionally as we possibly can we expect certain level of commitment from your side. Such as.

- You will provide clear and accurate directions.
- You will provide all necessary documentation when required.
- You will keep us informed of any changes to your situation.
- You will pay por professional fees as agreed.
- You will pay Disbursement on time.
- You will attend your appointment on time.

Disbursements and Costs

The Firm has non-fixed fee policy. The Firm will give an estimate of the total time and costs which they will undertake on behalf of the Client, however these would be an approximate guideline and the costs will be dealt with as the Clients Legal matter progresses. The Client

has authority to set an upper limit of the costs for the Firm, once the Firm has reached that limit, they will withhold any activates until a further instruction are provided.

Depending on the case, the Firm can set a fixed fee agreement with the Client. In such matters the Client will not be charged for the time spent on their case but according to the amount of work which is undertaken by the acting body. In relation to any disbursements (Charges of a third party which is instructed to act in the Clients matter including, but not limited to, Court fees, Counsel's fees, fees for medical report, translation fees), which are incurred to date are payable by the Client regardless of the case progressing any further.

Solicitors Act 1974 and Charges

In all cases prior to the issue of court proceedings the charges are regulated by Clause 3.1 of the Solicitors Act 1974. Any other proceedings which lead to a court hearing, will be decided by the judge. In successful proceedings, the Firm will be able to recover the costs from the other party, however in a disadvantageous situation where such costs are not recovered it will fall on the Client to pay for any shortfall to the Firm. In certain situations, where the other party is funded by the Legal Service Commission (Legal Aid), the Firm is very unlikely to recover any costs therefore it is Clients duty to make such payments. The Client is fully liable for their costs even if the success rate is very high.

The amount recovered from the opponent will be taken to discharge the Firms costs before its paid to the Client. If the Client withdraws, they will be liable for their own costs as well as the opponents.

The Client will be liable for his or her costs as well as their opponent's costs if they lose the proceedings. In relation to any Part 36 offers made by the opponent (Offer to settle the matter before it progresses any further) if that payment is not accepted by the Client and the final judgement is same or lesser amount the Client will have to pay their own costs as well as the opponent's costs from the date of rejecting the offer.

Outline

In relation to any disbursements the Client will be requested to clear the balance immediately. In the case of termination of services, the Firm is entitled to charge the Client accordingly for the activates which were undertaken. The Client is liable for any costs which the Firm endures, even if the chances of success is 100%.

All fee quotations are excluded from VAT, disbursements and other expenses and **a sum of £250.00 (non-refundable)** plus VAT if applicable must be made to clients account in order to confirm and initiate instruction for any matter.

Further, applicable hourly fees are **£300.00 for non-fixed fee matter**, depending on the seniority of the lawyer working on the case, and the complexity of the matter.

Payments

All payments to the Firm are made in advance unless agreed otherwise. The payments are made in our back account, by cheque and cash. All payments must be cleared within 14 working days. The Firm may charge interest on any outstanding or late payments, such interests are calculated on a daily basis at the statutory rate. If the Client refuses to pay the amount which is due, the Firm can reserve their rights to act any further.

Clients Monies

If the Firm is in possession of Clients money, it will be held in accordance with the Solicitors Accounts Rules 1998 (SRA). All Clients funds will be held in Clients account, any payments to a third party will require the Client to pay into that account 5 working days before the payment is made.

Complaints

City Law Practice Solicitors & Advocates does not tolerate any unfair and unjust behaviour towards its Clients. Any complaints by our Clients are the first priority to us. We wish to resolve any complaints smoothly and sufficiently. If you have a complaint, please write to our offices at 133 Soho Hill, Hockley, Birmingham, B19 1AT. We will happily arrange a meeting and discuss any issues for your convenience. We will try to arrange a meeting within 10 working days of your contact. If you are unhappy with the reply, you may contact: Legal Ombudsman, PO BOX 6806, Wolverhampton WV1 9WJ 15870, or at enquiries@Legalombudsman.org.uk about your complaint. Complaints to the Legal Ombudsman must be within six months of the date of our final respond on your complaint.

Storage of Documents

The Firm is obliged to protect the information and documents which are in their possession. Generally, this will be 6 years from the date of completion.

The Client is entitled to terminate the services from the Firm in writing at any time, however the Firm might withhold any documents belonging to the Client if there is a payment owed to the Firm. If the Client decided to terminate the instructions, the Client will be charged a minimum of £50.00 for administration. The Client will also be charged for the work which is carried out. Any refunds to the Client should be made in writing and it can take up to 14 working days for the matter to be dealt with.

In events where the Firm may consider to stop acting for the Client, such as if there is a conflict of interest between another Client or the Client has lost confidence in how the Firm is dealing with their matter. The Firm will instruct an independent adviser to carry out further proceedings in the Clients matter. The Firm will also give a reasonable notice to the Client and explain the reasoning for the termination.

Money Laundering

If the Firm identifies any money laundering situation, the Firm will be compelled to carry out identity checks on its Client. It is important to understand that if the Firm suspects any regulated activities, the Firm must report these suspicions to the authorities without infringing Clients confidentiality. If the Firm is unable to complete its identity checks, the Firm might not be able to carry out any further activities on behalf of the Client.

Data Protection

The Firm is authorised to collect and store any necessary data from its Clients. The Firm takes reasonable steps to ensure the security of personal information which is given by its Clients.

Confidentiality

At City Law Practice Solicitors & Advocates we are Legally obliged to keep any information confidential. However, in certain situations such as money laundering matters, we are

required to disclose all material in our possession. During this we will be unable to act any further and we might not be able to inform you of the situation.

The Firm is not liable for any loss, delays or damages which are caused by circumstances that are out of our control.

The Firm and the Client are both bound by these Terms and Conditions, and the Firm will accept any instructions from the Client if they agree to these Conditions. Such Conditions are overriding to any negotiations or any incorporated between the parties. In the unlikely situation where these Conditions are compromised, it will only be binding if it is confirmed in writing by the head principal of the Firm (Mr. Zubair Rasheed).

I agree to my information being used in the way described above.

Client Name:

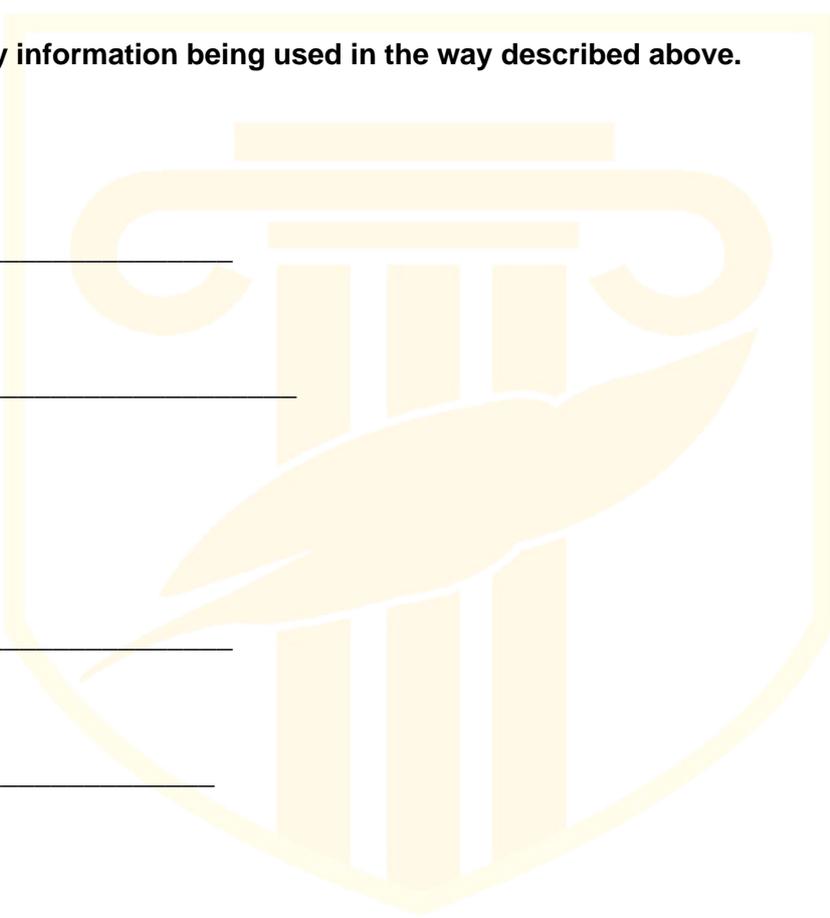
Date: _____

Signature: _____

Client Name:

Date: _____

Signature: _____



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